

Polk County

*Polk County Administration Building
330 West Church Street
Bartow, FL 33830*



Meeting Minutes

Monday, September 15, 2025

1:30 PM

Board Room

TPO Transportation Disadvantaged Local Coordinating Board (TD LCB)

**Polk County Administration Building
330 W. Church Street
Bartow, FL 33830**

Attending by Zoom:

Polk TD LCB Board Members and Alternates may attend this meeting by Zoom, if they wish. They will be counted as “present,” and they can join in the discussion of agenda items. However, according to Florida Laws on Public Meetings, members/alternates who attend this way will not be counted towards the Quorum. However, they may still take part in the meeting, and they may vote.

We start the Zoom 30 minutes before the actual meeting start time, to get all the equipment running. When you enter the Zoom call, please type your name into the Chat Box.

To Join the Zoom Meeting:

<https://us02web.zoom.us/j/81814746477?pwd=tMtjbbR8hUSbCDavQBH9jyv1scbLZa.1>

Meeting ID: 818 1474 6477 Passcode: 644457

One tap mobile

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1. Call to Order - 1:30 p.m. (Jeremy Clark, Chairman)

Minutes:

Members Present: Representing:

Vice Mayor Jeremy Clark, Chair Polk TPO

Dale Hanson FDOT

Kevin Gilds Florida Dept. of Elder Affairs

Mayor Nat Birdsong Mass Transit (Polk Transit Authority)

Sheryl Brown Representing people with Disabilities

Connie Miller Agency for Person with Disabilities (APD)

Maia Watson FL Agency for Health Care Admin (AHCA)

Joy Johnson Local Medical Community

Diane Durr (Zoom)

Others Present: Representing:

Marcia Roberson Citrus Connection

Kelly Suazo Citrus Connection

Julia Davis Polk TPO

Cindy Mitchell Polk TPO

TD LCB Meeting

1. Call to Order

The meeting was brought to order at 1:30 p.m. by Chairman, Vice Mayor Jeremy Clark.

2. Confirmation of Quorum

Roll Call was taken by KC Rivera, and a quorum was confirmed.

3. Opportunity for Public Comment

Chairman Clark opened the Floor to public comments. There were no public comments. The Floor was closed for public comments.

4. Approval of Meeting Minutes -June 16, 2025

Motion to approve TD LCB Annual Public Workshop and TD LCB meeting draft minutes.

Motion: Motioned by Sheryl Brown and seconded by Mayor Nat Birdsong. Motion was approved unanimously

5. Agenda Review

Julia Davis, Polk TPO Staff, provided the agenda review.

CTC Report

6. CTC Report on Operating Data and Performance Measures - September 2025

Kelly Suazo, Citrus Connection, presented an overview of the operating data and performance measures for April, May, and June in the CTC Report. A long discussion occurred between the board, Kelly Suazo, and Marcia Roberson.

Action Items

7. Polk Transportation Planning Organization (Polk TPO) and the Lakeland Area Mass Transit District (LAMTD) commencement of the “local recommendation process to re-designate the CTC in Polk, an enter into a new Memorandum of Agreement (MOA) with the Commission of the Transportation Disadvantaged (CTD) when the CTC is a government agency”

Julia Davis, TPO Staff, presented the process of re-designating the CTCs.

Motion: Motioned by Mayor Nat Birdsong and seconded by Dale Hanson. Motion was approved unanimously.

8. Annual Review and Approval of LCB’s Bylaws

Cindy Mitchell, TPO Staff, presented the LCB’s Bylaws with no changes from

last year.

Motioned by Sheryl Brown and seconded by Mayor Nat Birdsong. Motion was approved unanimously.

Information Items, Communications and Reports

9. CTC's Annual Operating Report (AOR) covering FY 2024-25

Marcia Roberson, Citrus Connection, stated the AOR was just submitted and nothing stood out.

10. Training: TD 101

Cindy Mitchell, TPO Staff, presented the annual training of the TD Program, flow chart and the TD schedule.

11. TPO Distribution Items and Comments

Julia Davis, TPO Staff, informed the board about Polk TPO LRTP major update Envision 2050 and the live forum October fifteenth, which is streamed on PGTV, Facebook, Polk TPO's website, and Citrus Connection's website. Along with Citrus Connection is updating their TDP process on public comment on October 8th. Lastly, we are scheduling a community-wide workshop with Vision Zero SS4A.

12. CTC Distribution Items and Comments

Marica Roberson, Citrus Connection, stated to let them know if there are any concern about the presentation.

13. Board Members Comments and Announcements

Dale Hanson, FDOT, stated Citrus Connection applied for a 5311 grant and the project was recommended by the district and approved by the Central Office. Training opportunity webinar September 18th for grant management and funding opportunities and lastly round 3 of the FDOT triennial reviews began in 2024 which include Peace River Center, Polk Training Center, Alliance for Independence, Citrus Connection, ROAR Florida and Sunrise Community of Polk County (Lakeland).

14. Next meeting date - December 15, 2025

15. Adjournment

With no further business the meeting, Chair Clark adjourned at 2:33pm

Motion: Motioned by Mayor Nat Birdsong

Respectfully transcribed by KC Rivera, TPO Office Manager IV.

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

2. Confirmation of Quorum
3. Opportunity for Public Comment
4. Approval of Meeting minutes

Attachments: [AI04_Attch1_Draft Polk TD LCB Quarterly Meeting Minutes 6.16.2025](#)

5. Agenda Review - Ms. Julia B. Davis, AICP, Polk TPO

CTC Reports

6. CTC Quarterly Report

Attachments: [AI06_Attch1.CTC REPORT SEPTEMBER 2025](#)

Action Items

7. Polk Transportation Planning Organization (Polk TPO) and the Lakeland Area Mass Transit District (LAMTD) commencement of the “local recommendation process to re-designate the CTC in Polk and enter into a new Memorandum of Agreement (MOA) with the Commission for the Transportation Disadvantaged (CTD) when the CTC is a government agency”

Attachments: [AI07_Attch1.PROCESS CHART--CTC-redesignation process 2025-26--to LCB-TPO and LAMTD.08142025-jbd](#)
[AI07_Attch2.2021-2026 MOA cycle Request letter Signed](#)

8. Annual Review of Polk TD LCB By Laws

Attachments: [AI08.Attch1_Polk TD LCB - By laws -DRAFT 9.15.2025](#)

Information Items, Communications, and Reports

9. Introduction to the CTC’s Annual Operating Report (AOR) for the fiscal year ending June 30, 2025.
10. Polk TD 101 - Annual Training and Basic Information

Attachments: [A110 Atch1.TD 101 Presentation - Polk- CTD-for 9.15.2025](#)
[A110 Atch2.TD Flow Chart--2025-26 edition](#)
[A110 Atch3.TD Program - Wheel for FY 2025-26](#)

11. TPO Distribution Items & Comments
12. CTC's Distribution Items & Comments
13. Board Member Comments and Announcements
14. Next meeting date - next regular quarterly meeting is scheduled for December 15, 2025.
15. Adjournment

In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodations to participate in this proceeding should contact the Board of County Commissioners, Communications Office, at 330 W. Church Street, Bartow. Telephone (863) 534-6090, not later than four days prior to the proceeding. If hearing impaired call: (TDD) (863) 534-7777 or 1-800-955-8771, or Voice impaired call: 1-800-955-8770, via Florida Relay Service.

The TPO planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, religion, sex, age, national origin, disability, or family status may file a complaint with Cindy Mitchell, the TPO's Title VI Specialist at (863) 534-6486, or by writing the Polk TPO at Post Office Box 9005, Bartow, Florida 33831-9005.